

**Hillsdale Board of Public Utilities
Regular Meeting**

April 11, 2023

The regular Hillsdale Board of Public Utilities meeting was called to order at the BPU Offices, 45 Monroe Street, Hillsdale, Michigan, at 7:00 p.m. by Ms. Lois Howard, Vice President of the Board.

Board Members Present: Ms. Lois Howard—Vice President
Mr. Pete Becker
Mr. Phil McDowell

Board Members Absent: Mr. Bob Batt—President
Mr. Jeremiah Hodshire

Others Present: David Mackie, City Manager & BPU Director; Brandon Janes, Technical Services; Jeff Gier, Water/Wastewater Superintendent; Mr. Potes, Mr. Wells, Kelly LoPresto, BPU Office Manager; Karen Lancaster called in.

APPROVAL OF AGENDA WITH ANY ADDITIONS

Mr. Mackie asked the board to add to the agenda **Review of Utility Bills/Financials Item C. - 23/24 BPU Budget** and **Action Item F. – Board Member Resignation**. Mr. Becker, supported by Mr. McDowell, moved to approve the agenda as presented, with the additions. Motion carried unanimously by voice vote.

PUBLIC COMMENT ON AGENDA ITEMS

Mr. Potes and Mr. Wells introduced themselves and expressed an interest in serving on the board.

PREVIOUS BOARD MINUTES

Mr. McDowell, supported by Mr. Becker, moved to approve with a few changes and place on file the Regular Meeting Minutes of March 14, 2023. Motion carried unanimously by voice vote.

REVIEW OF UTILITY BILLS/FINANCIALS

Mr. McDowell, supported by Mr. Becker, moved to approve and pay the March 2023 bills in the amount of \$1,171,439.91. Motion carried unanimously by voice vote.

Ms. Lancaster provided a brief overview February 2023 Finance Report.

Mr. Becker, supported by Mr. McDowell, moved to approve and place on file the February 2023 Finance Report. Motion carried unanimously by voice vote.

Mr. Mackie handed out the proposed 23/24 BPU Budget. A budget meeting will be set up later in April.

ACTION ITEMS

A. Barber Street Lift Station Standby Generator

BACKGROUND PROVIDED BY: Water/Wastewater Superintendent Jeff Gier

Barber lift station has the highest flows of all our lift stations. During the power outage, this required us to use our vacator truck, as well as, DPS vacator to keep up with the flow. A standby generator would greatly free up staff during these events. This is a liquid cooled, commercial unit with automatic transfer switch. This project is in FYE 2024 capital budget but with the long lead times, we should order now.

RECOMMENDATION:

Staff supports award by the Board for the purchase of this generator from Clark Electric in the amount of \$21,200.00.

Mr. McDowell, supported by Mr. Becker, moved to award the purchase of the generator to Clark Electric in the amount of \$21,200.00. Motion carried unanimously by voice vote.

B. New Doors for Wells and WWTP

BACKGROUND PROVIDED BY: Water/Wastewater Superintendent Jeff Gier

This project is to replace the double doors on the inlet works building at the WWTP and then the remaining three double doors at well houses 4, 5, and 8. Well houses 1, 2, and 3 were replaced in the past couple years. The WWTP doors need a new header plate and brick work done and thus the higher cost. Funds are set aside in the capital improvement budget.

RECOMMENDATION:

Staff supports award by the Board for the replacement of these doors to Foulke Construction Company in the amount of \$21,500.00.

Mr. McDowell, supported by Mr. Becker, moved to award the work to Foulke Construction Company in the amount of \$21,500.00. Motion carried unanimously by voice vote.

C. WWTP Catwalk Grating Replacement

BACKGROUND PROVIDED BY: Water/Wastewater Superintendent Jeff Gier

The catwalk grating at the WWTP is all from the mid 80's era and are fiberglass. They are weathered and are creating a safety issue at this point. Staff would like to replace them all with aluminum grating. This price is for grating only, staff will install. This project is in FYE 2024 capital budget and is expected to arrive around mid-July.

RECOMMENDATION:

Staff supports award by the Board for the purchase of this grating to McNichols in the amount of \$33,888.26.

Mr. Becker, supported by Mr. McDowell, moved to award the purchase of the grating to McNichols in the amount of \$33,888.26. Motion carried unanimously by voice vote.

D. Water Meters

BACKGROUND PROVIDED BY: Water/Wastewater Superintendent Jeff Gier

We have received 140 nodes and have enough registers and bodies to go with those nodes. This order is to have enough registers and bodies to go with the next order of nodes due around July. We will be able to finish all residential meter replacements at that time. SLC is our area supplier for Badger Meter and thus no other quotes are available. Staff has part of the requested funds in this years' capital budget and the remaining in FYE 2024 capital budget.

RECOMMENDATION:

Staff supports award by the Board for the purchase of these registers and bodies from SLC Meter, LLC in the amount of \$27,637.38.

Mr. McDowell, supported by Mr. Becker, moved to award the purchase of the registers and bodies from SLC Meter, LLC in the amount of \$27,637.38. Motion carried unanimously by voice vote.

E. Westwood Reconstruction and Utility Report

BACKGROUND PROVIDED BY: Water/Wastewater Superintendent Jeff Gier and City Engineer, Kristin Bauer

City staff, in conjunction with the Mannik and Smith Group, developed project drawings for the reconstruction of the following city streets: Westwood Drive, Sumac Drive, Picardy Place, Azalea Court, Corona Circle, Scenic Drive and Cold Springs Circle in addition to Westwood Street from Cold Springs Circle to Lewis Street and Highland and Glendale Avenues from Westwood Street to Bacon Street. Associated with this road reconstruction project identified sections of the water main and sanitary sewer system will be reconstructed or receive sewer lining or other localized repairs as needed. Bids were requested for this project in February 2023 with no bids being received on that date. After discussion with several contractors the project completion dates were adjusted and bids were again requested. Four (4) bids were received on March 30, 2023.

RECOMMENDATION:

Funding for this project work was included in bonds sold in 2022 and the project was planned for construction in 2023. Due to factors beyond our control this project is planned for construction beginning in early 2024. Staff recommends the BPU Board support award of this contract to the low bidder, Parrish Excavating, Inc. of Quincy, MI for the base bid amount of \$4,971,525.00 with an additional contingency amount of \$497,152.50 for a total project cost of \$5,468,677.50.

Mr. McDowell, supported by Mr. Becker, moved to award the contract to Parrish Excavating, Inc. of Quincy, MI for the base bid amount of \$4,971,525.00 with an additional contingency amount of \$497,152.50 for a total project cost of \$5,468,677.50 to be completed by the end of 2024. Motion carried unanimously by voice vote.

F. Board Member Resignation

BACKGROUND PROVIDED BY: David Mackie, BPU Director

The April 11, 2023 BPU Board meeting is Ms. Howard's last meeting serving her term. Ms. Howard brought forward two potential board members that attend the board meeting.

RECOMMENDATION:

Mr. Becker, supported by Mr. McDowell, moved to recommend to City Council Mr. Eric Potes for the nominee to the BPU Board. Motion carried unanimously by voice vote.

DEPARTMENT AND PROJECT REPORTS

Department reports included in the meeting packet for board member review.

MISCELLANEOUS

Safety Department Report update, AMP Powerhouse Interconnection and Land Lease Agreements, City Council minutes, and Electronics Recycling Event flyer included in packet for Board member review. Hydrant flushing will begin on April 17th.

OPPORTUNITY FOR GENERAL PUBLIC TO ADDRESS THE BOARD

None

BOARD MEMBER ROUNDTABLE

Mr. Mackie and the board members thanked Ms. Howard for her years of service on the BPU Board. Board members thanked all for a job well done during the recent storm and thank you to the Water Department and DPS for assistance during the storm.

ADJOURNMENT

Mr. Becker, supported by Mr. McDowell, moved to adjourn the meeting at 8:24 p.m. The motion carried unanimously by voice vote.

Minutes submitted by Kelly LoPresto, BPU Office Manager Kelly LoPresto